



City of Burnaby
 Building Division, Planning and Development Department
 2ND Floor, 4949 Canada Way, Burnaby, BC V5G 1M2
 Phone: 604-294-7130 Fax: 604-294-7986

CERTIFIED PROFESSIONAL (CP) PROGRAM SCHEDULE CP-3

Confirmation of Tenant Improvement Compatibility Certified Professional Program An Alternate Building Permit Process	Schedule CP-3 For jurisdictions regulated by the British Columbia Building Code
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Notes:

1. This letter is endorsed by the Architectural Institute of British Columbia and Engineers and Geoscientists British Columbia.
2. Words in italics are given the same meaning as defined in the British Columbia Building Code.
3. Words in quotations are defined in Schedule CP-1.

To: **Chief Building Inspector**
 City of Burnaby
 4949 Canada Way
 Burnaby, BC V5G 1M2

Date: _____

Base Building
 Project Address: _____

Base Building
 Permit No. _____

Specific Location of Tenant Improvement: _____

I confirm that I have reviewed the drawings on the attached list to ascertain that the tenant improvement design is substantially compatible with the original building code concepts for the base *building*.

I confirm that the construction of the base *building* shell space for this tenant improvement is essentially complete with the exception of the items indicated on the attached list.

NOTE: A “**Certified Professional**” means an Architect or Professional Engineer who has been recognized as qualified as a “**Certified Professional**” by the Architectural Institute of British Columbia or Engineers and Geoscientists British Columbia.

“Certified Professional” (please print):

Name: _____
 Address: _____
 City: _____
 Postal Code: _____

Name of Firm: _____
 Telephone: _____
 Email: _____
 Signature: _____

(Affix “Certified Professional’s” stamp here)

(Affix “Certified Professional’s professional seal here)